
City Manager Approval

Date

1.0 PURPOSE

1.1 BACKGROUND

The Powered Industrial Truck Program establishes methods for providing training and evaluation of City employees who operate powered industrial trucks, inspection guidelines for powered industrial trucks, and maintenance/operating rules as required by California Code of Regulations, Title 8, Sections 3663 and 3664.

1.2 SCOPE

This policy applies to all personnel, facilities, and operations in which powered industrial trucks are used, operated, and maintained. This Powered Industrial Truck Program shall apply to all City departments and offices directly responsible to the City Manager. It is also requested that elective offices and other independent offices and departments comply with the Powered Industrial Truck Program in the interest of administrative uniformity.

1.3 POLICY

It is the policy of the City of Long Beach to comply with all aspects of the Cal/OSHA requirements for powered industrial trucks. Employees who may operate powered industrial trucks must be trained and evaluated before they may operate a powered industrial truck. No exceptions to this policy may be made.

2.0 DEFINITIONS

2.1 Load Center: The position of the load's center of gravity in the horizontal plane only, relative to the vertical load-engaging face of the forks. It constitutes the standard base for rating the load capacity of the powered industrial truck.

2.2 Mast: The vertical arms of a powered industrial truck that allow the forks and load to travel a given distance for raising or lowering. The mast may be tilted forward or backward with operator controls.

2.3 Overhead Guard: Framework mounted on the powered industrial truck and positioned above the head of the riding operator to protect against falling objects but not a load capacity.

2.4 Powered Industrial Truck (PIT): As defined by the American Society of Industrial Mechanical Engineers, ASME B56.1, any mobile, powered propelled truck (forklifts, straddle carriers, pallet lifts, hoisters, stackers, order pickers, and industrial tractors) used to carry, push, pull, lift, stack or tier material. This definition does not include earthmoving equipment or excavating/manipulating machinery.

2.5 Safety Belt: A strap, webbing, or similar device including all necessary buckles and fasteners, designed to secure a person, and to mitigate the possible injuries in case of an accident.

- 2.6 Stability Triangle: The triangle that has one point at the center of each front wheel and one point at the center of the lift truck's steering wheel axle. The relative location, inside or outside the triangle, of the powered industrial truck's load combined center of gravity determines the stability of the powered industrial truck.

3.0 RESPONSIBLE PERSONS

3.1 DEPARTMENT HEAD

3.1.1 Department Heads shall:

- A. Ensure that the Powered Industrial Truck program is implemented if their department uses powered industrial trucks. The Department Head has the authority to delegate any or all portions of the Powered Industrial Truck program, but the Department Head is ultimately responsible for compliance with this program.

3.2 MANAGERS, SUPERINTENDENTS, AND SUPERVISORS

3.2.1 Managers, Superintendents, and Supervisors shall:

- A. Ensure that only properly trained and authorized employees operate powered industrial trucks.
- B. Conduct on-the-spot corrections of operators when violations to the Powered Industrial Truck policy occur.
- C. Collect pre-operational checklists and maintain these checklists for a period of one (1) year.

3.3 POWERED INDUSTRIAL TRUCK OPERATORS

3.3.1 Powered Industrial Truck Operators shall:

- A. Operate the powered industrial truck safely and in compliance with the Powered Industrial Truck policy.
- B. Report problems or deficiencies to their supervisor immediately, reporting the reason why the powered industrial truck is unsafe to operate.
- C. Report any unsafe acts or behavior immediately to their supervisor.
- D. Complete the Daily Powered Industrial Truck Inspection checklist prior to utilizing any powered industrial truck.

3.4 CITY SAFETY OFFICER

3.4.1 City Safety Officer shall:

- A. Update and maintain the Powered Industrial Truck policy.
- B. Provide assistance in training and evaluating employees on the proper use of powered industrial trucks.
- C. Provide guidance, advice, and assistance to management to achieve compliance with this policy.

4.0 OPERATING RULES (8 CCR 3664)

The City of Long Beach requires that the following operating rules are obeyed and enforced:

1. Employees shall wear safety belts at all times when operating a powered industrial truck if provided by the truck. The operator shall also wear a hardhat all times the powered industrial truck is in operation. Failure to do so is immediate cause for discipline.
2. No riders shall be permitted on powered industrial trucks unless provided with adequate riding facilities as outlined in the owner's manual;
3. Employees shall not ride on the forks of powered industrial trucks;
4. Employees shall not place any part of their bodies outside the running lines of a powered industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist;
5. Employees shall not be allowed to stand, pass, or work under any elevated portion of any powered industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling;
6. Drivers shall check the powered industrial truck at least once per shift, and if it is found to be unsafe, this fact shall be reported immediately to a supervisor, the powered industrial truck shall be tagged out of service, and the powered industrial truck shall not be put into service until it has been made safe. Attention shall be given to proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and lift system;
7. No powered industrial truck shall be operated with a leak in the fuel system;
8. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing;
9. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear;
10. Powered industrial trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object;
11. Grades shall be ascended or descended slowly;
12. When ascending or descending grades in excess of ten (10) percent, loaded powered industrial trucks shall be driven with the load upgrade;
13. On all grades the load and load-engaging means shall be tilted back if applicable, and raised as only as far as necessary to clear the road surface;
14. The forks shall always be carried as low as possible, consistent with safe operations;
15. When leaving a vehicle unattended, the power shall be shut off, brakes set, the mast brought to a vertical position, and forks left in the down position. A powered industrial truck is considered unattended when the operator is over 25 feet from or out of sight of the powered industrial truck. When left on an incline, the wheels shall be blocked;
16. When the operator of a powered industrial truck is dismounted and within 25 feet of the powered industrial truck which remains in the operator's

- view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement;
17. Powered industrial trucks shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle;
 18. Prior to driving onto trucks and trailers, their flooring shall be checked for breaks and other structural weaknesses;
 19. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set;
 20. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the operator while the powered industrial truck is on any elevated dock, platform, or truck;
 21. Powered industrial trucks shall not be loaded in excess of their rated capacity;
 22. Extreme care shall be taken when tilting loads. Tilting forward with the load-engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load;
 23. The load engaging device shall be placed in such a manner that the load will be securely held or supported;
 24. Special precautions shall be taken in securing and handling of loads by powered industrial trucks equipped with attachments and during operation of these powered industrial trucks after the loads have been removed;
 25. If loads are lifted by two or more powered industrial trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved; and
 26. A copy of the Cal/OSHA Powered Industrial Truck Operating Rules shall be posted in areas where powered industrial trucks are operated.

5.0 MAINTENANCE OF POWERED INDUSTRIAL TRUCKS

5.1 SAFETY DEVICES

Every powered industrial truck shall be equipped with brakes or other effective devices adequate to bring the vehicle to a complete stop while fully loaded. The powered industrial truck shall be equipped with a parking brake or other effective device to prevent the vehicle from moving when unattended. The powered industrial truck shall also be equipped with a warning horn, whistle, gong, or other device, as determined by the City Safety Officer or Department Safety Officer, which can be heard clearly above the normal industrial noises in the places of employment. Seat belts shall be maintained in good condition and shall not be removed from the vehicle.

5.2 CONDITION

Powered industrial trucks shall be kept in a clean condition free of debris, oil, and grease. Replacement parts for powered industrial trucks shall be equivalent in safety to the original parts. Devices, such as fork attachments, shall not be fabricated unless approved by the powered industrial truck manufacturer.

5.3 ENGINES

Repairs made to the fuel and ignition systems of powered industrial trucks, which involve fire hazards, shall be conducted in locations designated as safe for such repairs. Internal combustion engine-driven equipment shall be operated inside of buildings or enclosed structures, only when such operation does not result in harmful exposure to concentrations of dangerous gases or fumes. The rated capacity of all powered industrial lift trucks shall be displayed at all times on the powered industrial truck in such a manner that is readily visible to the operator.

6.0 DAILY INSPECTION

6.1 INSPECTIONS

All powered industrial truck operators shall use the *Daily Powered Industrial Truck Inspection* form or a manufacturer's equivalent prior to assuming control of any powered industrial truck. The operator must sign and date the form and submit the original to their supervisor. The *Daily Powered Industrial Truck Inspection* form shall be kept on file by the department for a minimum of one (1) year.

7.0 TRAINING

The Department Head shall ensure that each powered industrial truck operator in their department has been trained and evaluated prior to permitting an employee to operate a powered industrial truck.

7.1 TRAINING

Employees without any prior powered industrial truck experience must complete a combination of classroom, practical hands-on training, and evaluation of the operator's performance in the workplace. Employees with powered industrial truck experience from another employer must complete a combination of classroom and an evaluation of the operator's performance in the workplace before they are allowed to operate a powered industrial truck on City time.

All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence. Employees must achieve a passing score on the exam in the classroom portion of the training to be allowed to operate a powered industrial truck. Employees will be permitted to re-test if they fail the classroom portion of the training.

7.2 TRAINING TOPICS

Powered industrial truck operators shall receive classroom training in the following truck related topics:

- a. Operating instructions, warnings, and precautions for the types of powered industrial trucks the operator will be authorized to operate;
- b. Differences between the powered industrial truck and automobile;

-
- c. Powered industrial truck controls and instrumentation: where they are located, what they do, and how they work;
 - d. Engine or motor operation;
 - e. Steering and maneuvering;
 - f. Visibility (including restrictions due to loading);
 - g. Fork and attachment adaptation, operation, and use limitations;
 - h. Vehicle capacity;
 - i. Vehicle stability;
 - j. Vehicle inspection that the operator will be required to perform;
 - k. Refueling and/or changing and recharging batteries; and
 - l. Operating limitations.

The classroom training shall also contain the following workplace related topics:

- a. Surface conditions on which the powered industrial truck will be operated;
- b. Composition of loads to be carried and load stability;
- c. Load manipulation, stacking and unstacking;
- d. Pedestrian traffic in areas where the powered industrial truck will be operated;
- e. Narrow aisles and other restricted places as they relate to the operation of the powered industrial truck;
- f. Hazardous locations in which the powered industrial truck may be operated;
- g. Ramps and other sloped surfaces that could affect the powered industrial truck's stability; and
- h. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust.

7.3 REFRESHER TRAINING

Refresher training in relevant topics shall be provided to the operator when:

- a. The operator has been observed to operate the powered industrial truck in an unsafe manner;
- b. The operator has been involved in an accident or near-miss incident while operating the powered industrial truck;
- c. The operator has received a driver evaluation that reveals that the operator is not operating the powered industrial truck safely;
- d. The operator is assigned to drive a different model of powered industrial truck;
- e. A condition in the workplace changes in a manner that could affect safe operation of the powered industrial truck; or
- f. The driver has not been evaluated within three years of his/her last training or evaluation.

7.4 DRIVER EVALUATION

An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three (3) years either by their supervisor, the City Safety Officer, or the Department Safety Officer. The *Powered Industrial Truck Evaluation Checklist* form shall be used for this purpose. The evaluation record

must be maintained for a period of five (5) years and a copy must be forwarded to the City Safety Office.